



A Tradition of Stewardship
A Commitment to Service

AGENDA

MONTICELLO PUBLIC CEMETERY DISTRICT ADVISORY COMMITTEE SPECIAL MEETING

9 A.M. WEDNESDAY JANUARY 20, 2021

Meeting teleconferenced on Zoom – Meeting ID: 850 0601 2933

Join Zoom Meeting: <https://countyofnapa.zoom.us/j/85006012933>

Patrick Scribner
Chair

Dan McQueeney
Vice Chair

Mary Carpenter

Janice Gauthier

Darlene Carpenter

Requests for disability-related modifications or accommodations, aids or services may be made to the Public Works office no less than 72 hours prior to the meeting date by contacting (707) 299-1477.

I. CALL TO ORDER AND ROLL CALL

II. PUBLIC COMMENT (At this time, anyone may address the Committee regarding any subject not on today's agenda over which the Advisory Committee has jurisdiction. No action will be taken by the Advisory Committee on such public comments other than possibly scheduling the item for a future meeting)

III. APPROVAL OF MINUTES

Staff requests approval of the minutes for the meeting held on December 16, 2020.

IV. 2021 MEETING SCHEDULE

Members will set the 2021 MPCD Advisory Committee quarterly meeting schedule.

V. FEE SCHEDULE

Members will hear staff update on grave digger contract and increases to fee schedule items requested by contractor and others. Discussion and possible vote on recommendation.

VI. FUTURE AGENDA ITEMS

VII. ADJOURNMENT

Adjourn to the next regular meeting of the Monticello Public Cemetery District in 2021 at the Napa County Administration Building, 1195 Third Street, Napa, CA.

GENERAL INFORMATION

On February 19, 2002, the Board of Supervisors adopted Resolution No. 02-31 establishing the Monticello Cemetery District Advisory Committee. The Advisory Committee meets a minimum of one time per year. The functions of the Committee are to develop recommendations to the Board of Trustees regarding a) the type, extent and level of services to be provided and financed by the District; b) the establishment or revision of any policies to be utilized within the District; c) the establishment of rates, fees and other charges to be set within the District; d) annual budget for the District; and e) any other matters pertaining to the District when requested by the Board.



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MINUTES

MONTICELLO PUBLIC CEMETERY DISTRICT ADVISORY COMMITTEE MEETING

9 A.M. WEDNESDAY DECEMBER 16, 2020

Meeting teleconferenced on Zoom – Meeting ID: 816 9136 2136

Join Zoom Meeting: <https://countyofnapa.zoom.us/j/81691362136>

Patrick Scribner
Chair

Dan McQueeney
Vice Chair

Mary Carpenter

Janice Gauthier

Darlene Carpenter

Requests for disability-related modifications or accommodations, aids or services may be made to the Public Works office no less than 72 hours prior to the meeting date by contacting (707) 299-1477.

I. CALL TO ORDER AND ROLL CALL

Members Scribner, McQueeney, Mary Carpenter, and Darlene Carpenter present. Member Gauthier is not present. There is a quorum.

II. PUBLIC COMMENT (At this time, anyone may address the Committee regarding any subject not on today's agenda over which the Advisory Committee has jurisdiction. No action will be taken by the Advisory Committee on such public comments other than possibly scheduling the item for a future meeting)

None.

III. APPROVAL OF MINUTES

Staff requests approval of the minutes for the meeting held on September 16, 2020.

Unanimously approved.

IV. DISTRICT MANAGER'S REPORT

Staff will update members on general MPCD cemetery business.

Main water pipe to cemetery from Spanish Flat Water District melted in the recent wildfires. The pipe melted about 10 feet from the cemetery's hookup at the fence. The Water District's manager said he cannot fix the pipe until he fixes his water tanks that were damaged in the fire, and the repair may be delayed until the spring. County worker Michael Harrison, who works at the County Public Works building near the cemetery, will explore getting pipe fixed for free by some construction people in the area. If he cannot get it fixed for free, County staff has already contacted Brightview, which can fix it for about \$800. Staff also contacted the Water District manager to see if that \$800 could be listed as a credit on the cemetery's water bill. The Water District manager will be bringing the proposal to his Board in December for discussion and possible approval.

Blade-leveling of cemetery grounds will be performed by Brightview when rain softens up the soil. Staff will meet with Brightview at the cemetery to determine cost quote for the job. Rain is currently softening ground. Meeting likely early January.

V. FEE SCHEDULE

Members will hear staff update on grave digger contract and increases to fee schedule items requested by contractor. Discussion and possible vote on recommendation.

Curtiss Kelley, the cemetery's former grave digger, has agreed to be the new grave digger, since Paul Cobb moved to Utah to care for his ailing father. Staff has been discussing fees with Mr. Kelley to determine the appropriate amounts that would be agreeable to the District and Mr. Kelley. Mr. Kelly submitted amounts for two days and one day of work for each burial. Two days of work include opening the grave the day before to be sure there are no obstructions like a large stone or bedrock that would cause the burial to be cancelled. The second day would include a morning service and closing of the grave. The fee paid to Mr. Kelley would be \$2,400. Mr. Kelley also proposed a one-day fee if the Committee was not concerned with large boulders or bedrock cancelling a burial. That cost would be \$1,400. The members agreed that a one-day schedule was fine and were not concerned with a rock or boulder cancelling a burial. The chair noted that he could not remember one single casket burial that was cancelled at the Monticello Cemetery because of a boulder or hitting bedrock. The Committee directed staff to continue negotiating with Mr. Kelley to reach a fee amount that is agreeable for a one-day schedule, with the possibility of a special meeting to approve the recommendation and send to the Board of Trustees. Members also directed staff to research cost of vaults versus liners and to include that price into the fee.

VI. COMMITTEE MEMBER REPORTS/COMMENTS

None.

VII. FUTURE AGENDA ITEMS

None.

VIII. ADJOURNMENT

Adjourn to the next regular meeting of the Monticello Public Cemetery District in 2021 at the Napa County Administration Building, 1195 Third Street, Napa, CA.

Unanimously approved.

GENERAL INFORMATION

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Napa County Board of Supervisors Meeting Calendar - 2021

January						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
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21	22	23	24	25	26	27
28	29	30	31			

April						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
S	M	T	W	T	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July						
S	M	T	W	T	F	S
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

August						
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22	23	24	25	26	27	28
29	30	31				

September						
S	M	T	W	T	F	S
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26	27	28	29	30		

October						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December						
S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

County Holidays	
New Year's Day -	Jan. 1
MLK Day -	Jan. 18
Washington's Birthday -	Feb. 15
Cesar Chavez Day -	Mar. 31
Memorial Day -	May 31
Independence Day -	Jul. 5
Labor Day -	Sep. 6
Veterans Day -	Nov. 11
Thanksgiving -	Nov. 25-26
Winter Holiday -	Dec. 24-27

KEY
Regular Meeting dates in BLUE
Budget Hearing Dates are BOLDED
Tentative Meetings in ORANGE
NOTES
May 4* BOS Protest Hearings CSA 3 & 4, Winegrape & Pest Control District

Board Conference Dates
NACo: February 20 - February 24
CSAC Leg. Conference: April 21- April 22
Great Wine Capitals: October 24 - October 29
CSAC Annual Meeting: November 30-December 3

MPCD – 2021 SUGGESTED MEETING TIME CHANGES

** Clerk’s Office deadline: Board letter and supporting documents must be received 15 days calendar days before BOT meeting*

MPCD Advisory Committee

3rd Wednesday – quarterly

Board of Trustees (BOS)

2nd Tuesday - quarterly

(Dec. 16, 2020)

Jan. 5, 2021

March 17, 2021 (at cemetery)

April 6, 2021

June 16, 2021

July 13, 2021

Sept. 15, 2021

Oct. 5, 2021

- Sec. 2.2.1.4 – Committee officers chosen first regular meeting of calendar year
- Hold March meeting on site at MPCD



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SCHEDULE OF FEES

Monticello Public Cemetery District

February 9, 2021

BURIAL RIGHTS - Purchase or Transfer		Residents	Non-Residents
BURIAL PLOT (one casket <u>or</u> up to four cremains)		\$900	\$1,035
Endowment Care Fund		<u>\$300</u>	<u>\$345</u>
Total		\$1,200	\$1,380
BURIAL RIGHT TRANSFER (other than right of succession)		\$410	\$472
Endowment Care Fund		<u>\$300</u>	<u>\$345</u>
Total		\$710	\$817
OWNERSHIP RIGHT DETERMINATION		\$614	\$706
BURIALS - Casket, Cremains, Headstones			
CASKET			
Morning Service - 10 a.m.		\$2,700	\$3,105
Afternoon Service - 2 p.m.		\$1,800	\$2,070
CREMAINS			
Morning Service 10 a.m.		\$1,500	\$1,725
Afternoon Service - 2 p.m.		\$1,000	\$1,150
HEADSTONE DEPOSIT		\$800	\$920
(waived upon receipt of headstone purchase)			
DISINTERMENT ADMINISTRATION FEE		\$614	\$706
(does not include opening and closing of grave)			
OTHER/UNANTICIATED BURIAL COSTS		TBD	TBD
(extra-wide casket, double burial, etc.)			
OTHER FEES			
VETERANS MEMORIAL WALL		\$450	\$518
(engraving name to wall)			

Notes:

1. California Health & Safety Code Section 9068(b) requires a 15% non-resident surcharge on all cemetery items.
2. The prices of all items include administration costs, and where applicable, grave digger costs and burial vaults.

MONTICELLO CEMETERY DISTRICT
SCHEDULE OF FEES
(Effective June 20, 2017)

	<u>Residents</u>	<u>Non-Residents*</u>
<u>Fee for Purchase of Interment Rights in Burial Plot</u>		
Charge for Interment Rights in Burial Plot	\$900	\$1,035
Endowment Care Fund	<u>\$300</u>	<u>\$ 345</u>
Total Charge:	\$1,200	\$1,380
<u>Fee for Reinstatement of reclaimed Burial Plot**</u>		
Endowment Care Fund	\$450	\$518
Total Charge:	<u>\$300</u>	<u>\$345</u>
	\$750	\$863
<u>Fee for Transfer of Burial Right ^</u>		
Endowment Care Fund	\$410	\$472
Total Charge:	<u>\$300</u>	<u>\$345</u>
	\$710	\$817
<u>Fee for Application to Determine Ownership of Rights to Interment in a Burial Plot</u>		
	\$614	\$706
<u>Fee for Opening and Closing Graves***</u>		
	\$1,741	\$2,002
<u>Fee for Opening and Closing Graves (Cremains)***</u>		
	\$454	\$522
<u>Marker and Installation Deposit:</u>		
Will be waived upon proof of purchase	\$800	\$920
<u>Fee for Disinterment Application</u>		
(In addition to fee for opening and closing grave)	\$614	\$706
<u>Fee to add name to Veterans Memorial</u>		
	\$274	\$315
<u>Fee for Photocopy of District Record:</u>		
	\$.50 per page for the first 5 pages, then \$.10 per page for the remaining pages of each document	

*15% surcharge for non-residents required by Health and Safety Code section 9068(b)

**Sunsets on June 30, 2020

***Includes cost of District contracted gravedigger plus administration costs

^To be collected on transfers other than those through rights of succession